

**Entering an Adjustment Voucher Overview**

Adjustment vouchers increase or decrease the amount of a regular voucher. They are subject to the same processes as regular vouchers (budget check, approval, posting). Adjustment vouchers are typically entered when credit memos are received from a supplier.

An adjustment voucher cannot be entered until there is a corresponding unpaid voucher in Cardinal. For credit memos, the corresponding unpaid voucher amount must equal or be greater than the amount of the adjustment. The adjustment is applied against the unpaid voucher for payment to the supplier.

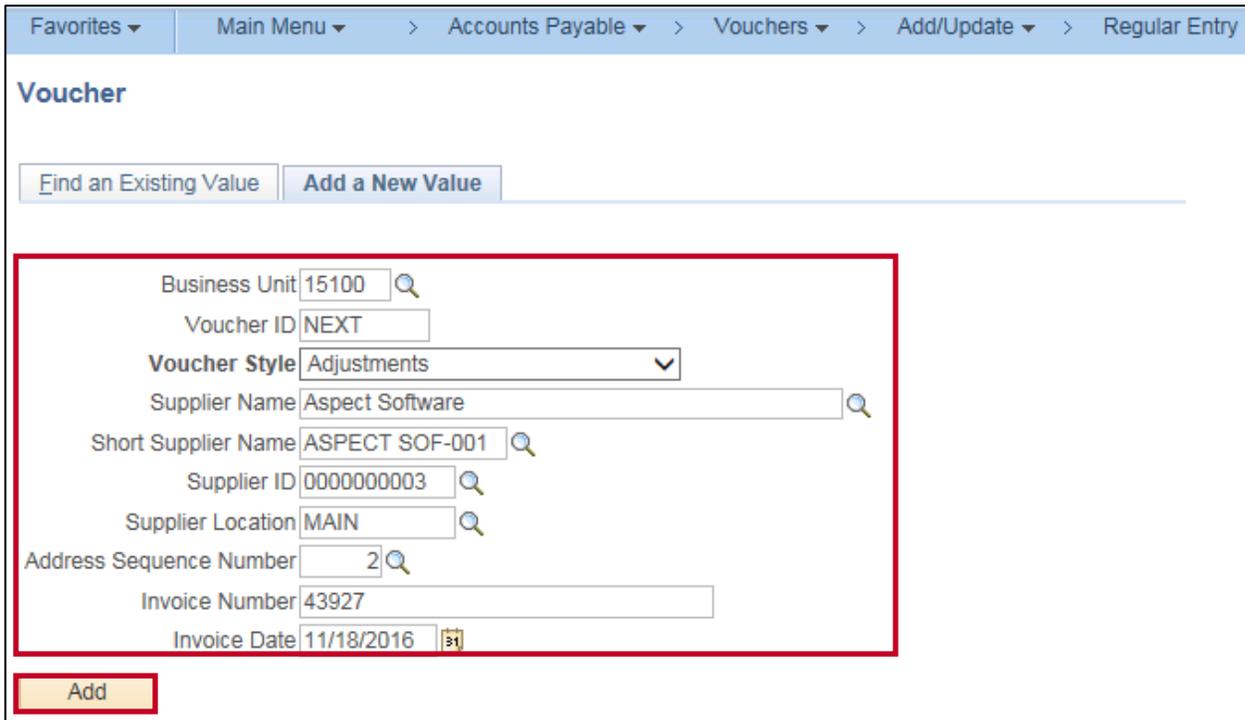
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### Enter an Adjustment Voucher

1. Navigate to the **Voucher** page using the following path:

**Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry**



**Voucher**

Find an Existing Value   Add a New Value

Business Unit 15100

Voucher ID NEXT

Voucher Style Adjustments

Supplier Name Aspect Software

Short Supplier Name ASPECT SOF-001

Supplier ID 000000003

Supplier Location MAIN

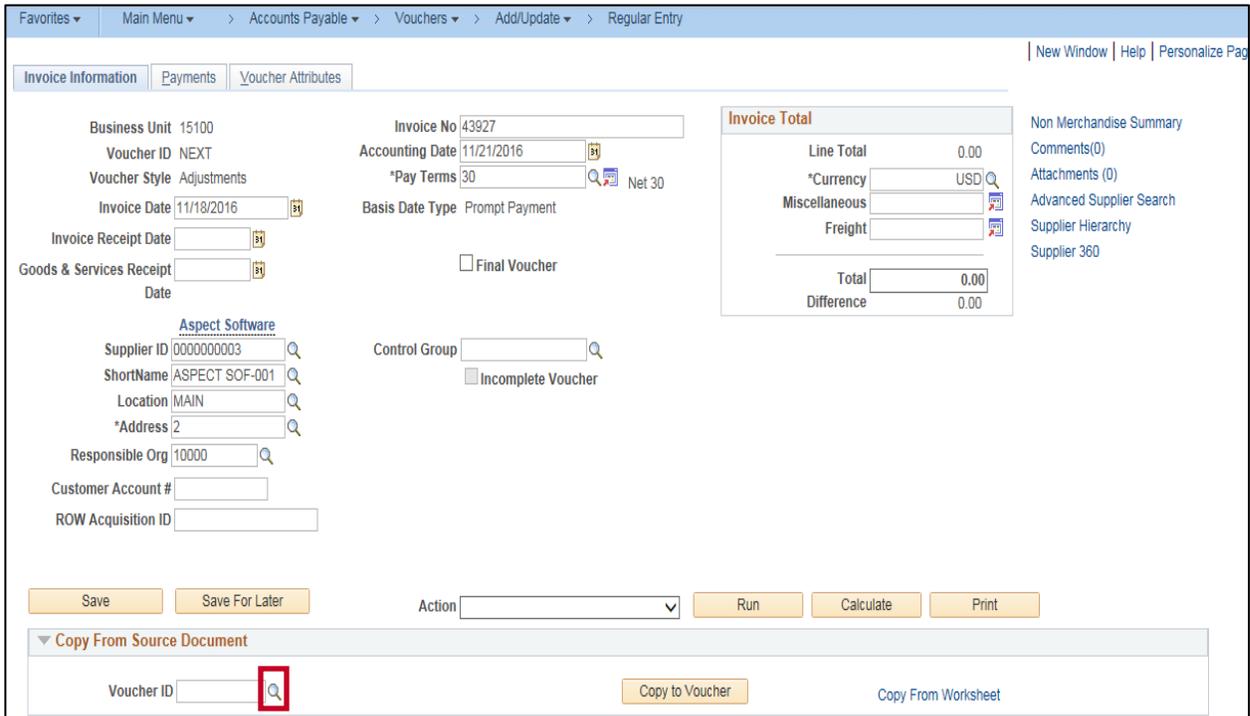
Address Sequence Number 2

Invoice Number 43927

Invoice Date 11/18/2016

Add

2. The **Business Unit** field defaults to your agency based on your User Profile in Cardinal.
3. The **Voucher ID** defaults to **NEXT**. Do not change it.
4. Click the **Voucher Style** drop-down menu and select **Adjustments** from the list.
5. Enter or select either the **Short Supplier Name** or the **Supplier ID**.
6. Enter the **Credit Memo Number** in the **Invoice Number** field.
7. Enter the **Credit Memo Date** in the **Invoice Date** field.
8. Click the **Add** button.



The screenshot shows the 'Voucher Attributes' tab in the Accounts Payable system. The interface includes various input fields for invoice details, supplier information, and voucher attributes. At the bottom, there is a section titled 'Copy From Source Document' which contains a 'Voucher ID' field with a magnifying glass icon (highlighted by a red box) and a 'Copy to Voucher' button.

9. Go to the **Copy From Source Document** section.
10. Click on the **Voucher ID** lookup icon to view a list of available vouchers for the selected supplier to be copied.

Look Up Voucher ID x

[Help](#)

Business Unit 15100  
 Supplier ID 0000000003  
 Voucher ID begins with   
 Invoice Number begins with   
 Short Supplier Name begins with   
 Supplier Name begins with

[Basic Lookup](#)

Search Results

View 100 First 1-5 of 5 Last

Voucher ID	Invoice Number	Gross Invoice Amount	Invoice Date	Short Supplier Name	Supplier Name	Voucher Style
<a href="#">00001626</a>	abc234	1236.29	11/03/2016	ASPECT SOF-001	Aspect Software	Regular
<a href="#">00001623</a>	123692	1250	11/02/2016	ASPECT SOF-001	Aspect Software	Regular

11. Select the voucher to be copied by clicking the **Voucher ID** link.

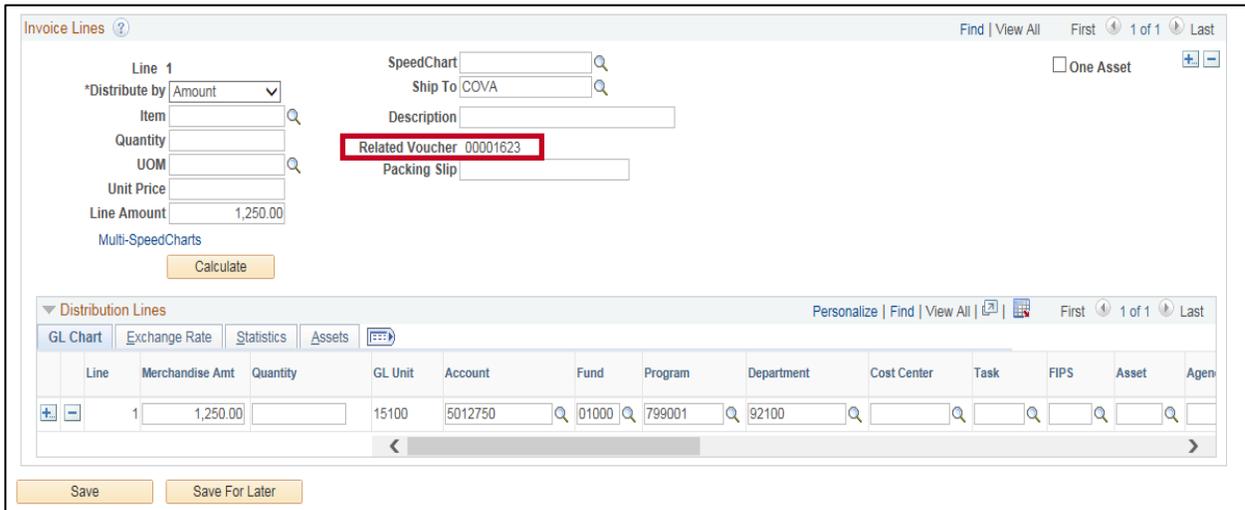
ROW Acquisition ID

Action

▼ Copy From Source Document

Voucher ID   Copy From Worksheet

12. Click the **Copy to Voucher** button.



**Invoice Lines** ? Find | View All First 1 of 1 Last

Line 1  
 \*Distribute by Amount  
 Item  
 Quantity  
 UOM  
 Unit Price  
 Line Amount 1,250.00  
 Multi-SpeedCharts  
 Calculate

SpeedChart  
 Ship To COVA  
 Description  
**Related Voucher 00001623**  
 Packing Slip

One Asset

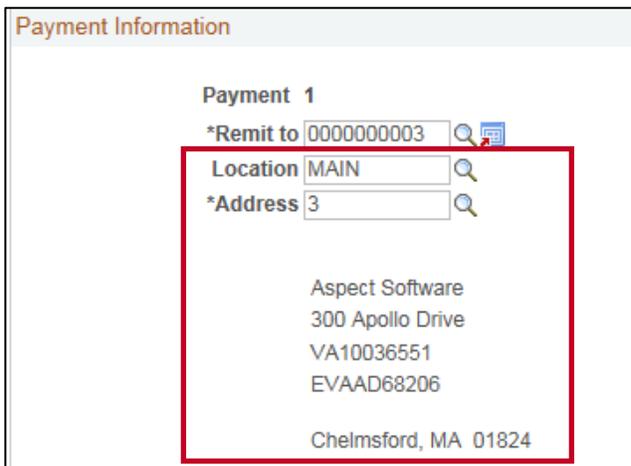
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**Distribution Lines** Personalize | Find | View All | First 1 of 1 Last

GL Chart	Exchange Rate	Statistics	Assets											
Line	Merchandise Amt	Quantity	GL Unit	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agen		
1	1,250.00		15100	5012750	01000	799001	92100							

Save Save For Later

13. The invoice line and distribution information copied from the original voucher default on the **Invoice Information** page.
14. The **Related Voucher** field (in the **Invoice Lines** section of the **Invoice Information** page) is populated with the **Voucher ID** you selected to copy. The related voucher information is useful when you need to research this supplier and payments at a later time.



**Payment Information**

Payment 1

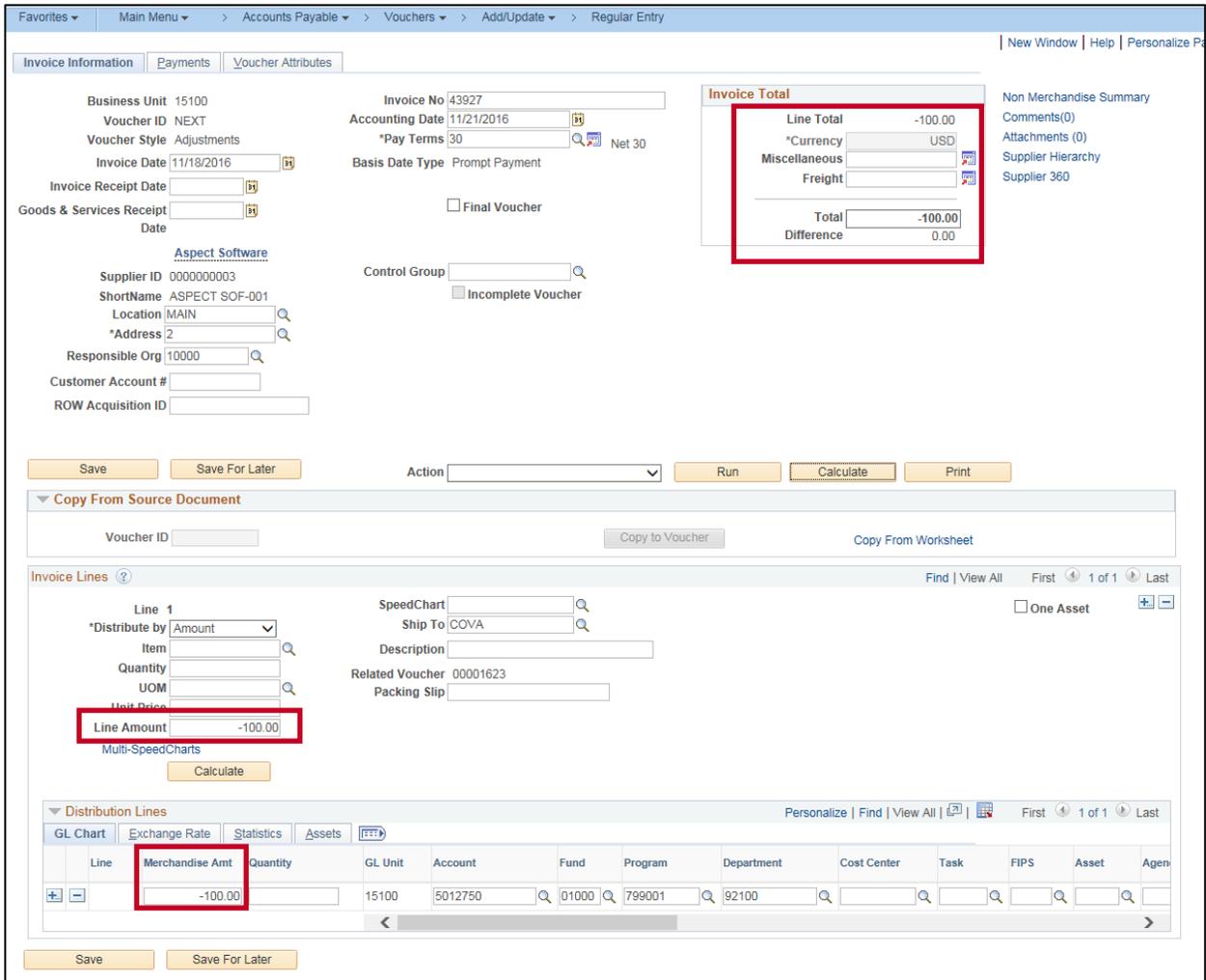
\*Remit to 0000000003

Location MAIN

\*Address 3

Aspect Software  
 300 Apollo Drive  
 VA10036551  
 EVAAD68206  
 Chelmsford, MA 01824

15. On the **Payments** tab, the **Location** and **Address** information for the Adjustment voucher default from the supplier setup, not the original voucher.
16. In order for the original and Adjustment vouchers to properly net during the pay cycle process, ensure that the remit **Location** and **Address** on the adjustment voucher matches the original voucher.



**Invoice Information**

Business Unit 15100 Invoice No 43927  
 Voucher ID NEXT Accounting Date 11/21/2016  
 Voucher Style Adjustments \*Pay Terms 30 Net 30  
 Invoice Date 11/18/2016 Basis Date Type Prompt Payment  
 Invoice Receipt Date Goods & Services Receipt Date  
 Supplier Aspect Software  
 Supplier ID 000000003 Control Group  
 ShortName ASPECT SOF-001 Incomplete Voucher  
 Location MAIN  
 \*Address 2  
 Responsible Org 10000  
 Customer Account #  
 ROW Acquisition ID

**Invoice Total**

Line Total	-100.00
*Currency	USD
Miscellaneous	
Freight	
Total	-100.00
Difference	0.00

**Copy From Source Document**

Voucher ID Copy to Voucher Copy From Worksheet

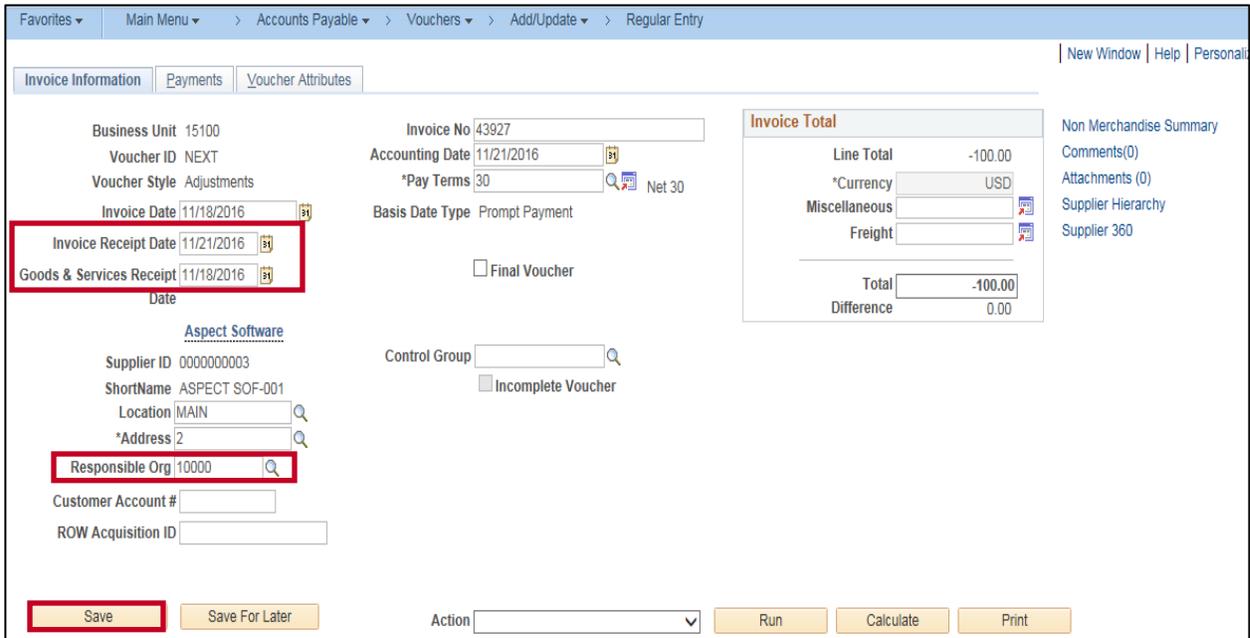
**Invoice Lines**

Line 1 SpeedChart  
 \*Distribute by Amount Ship To COVA  
 Item Description  
 Quantity UOM Related Voucher 00001623  
 Unit Price Packing Slip  
 Line Amount -100.00  
 Multi-SpeedCharts  
 Calculate

**Distribution Lines**

Line	Merchandise Amt	Quantity	GL Unit	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agen
	-100.00		15100	5012750	01000	799001	92100					

17. The example above is for a credit memo.
18. Enter a negative number for the credit in the **Line Total**, **Line Amount** and **Merchandise Amt** fields. In this scenario, the amount of the credit memo (**\$100.00**).



Business Unit 15100 Invoice No 43927 Invoice Total

Voucher ID NEXT Accounting Date 11/21/2016 Line Total -100.00

Voucher Style Adjustments \*Pay Terms 30 Net 30 \*Currency USD

Invoice Date 11/18/2016 Basis Date Type Prompt Payment Miscellaneous

Invoice Receipt Date 11/21/2016  Final Voucher Freight

Goods & Services Receipt 11/18/2016 Total -100.00

Date Difference 0.00

Supplier ID 000000003 Control Group  Incomplete Voucher

ShortName ASPECT SOF-001

Location MAIN

\*Address 2

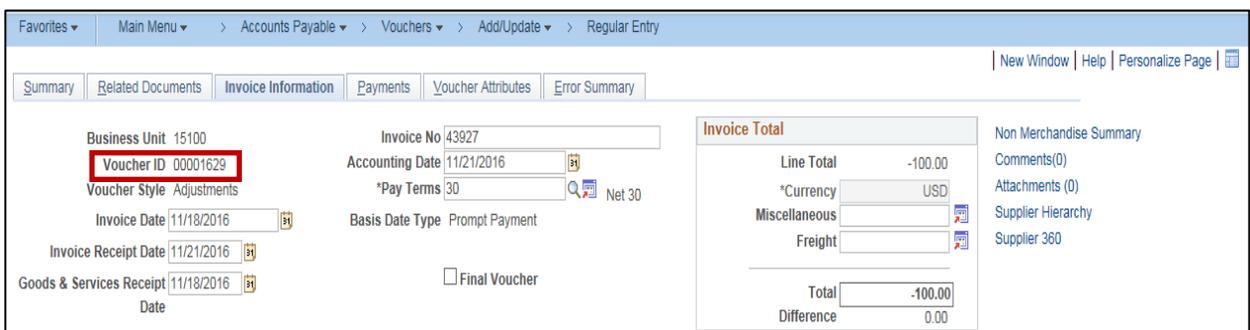
Responsible Org 10000

Customer Account #

ROW Acquisition ID

Save Save For Later Action  Run Calculate Print

19. Enter the **Invoice Receipt Date** and **Goods & Services Receipt Date**.
20. If the adjustment is negative, the **Pay Terms, Invoice Receipt Date** and **Goods & Services Receipt Date** entered on the adjustment voucher should be identical to those on the original voucher or the same as the next available voucher for the supplier.
21. Change the **Responsible Org** to the **Responsible Org** for the original voucher.
22. Click the **Save** button.



Business Unit 15100 Invoice No 43927 Invoice Total

Voucher ID 00001629 Accounting Date 11/21/2016 Line Total -100.00

Voucher Style Adjustments \*Pay Terms 30 Net 30 \*Currency USD

Invoice Date 11/18/2016 Basis Date Type Prompt Payment Miscellaneous

Invoice Receipt Date 11/21/2016  Final Voucher Freight

Goods & Services Receipt 11/18/2016 Total -100.00

Date Difference 0.00

Supplier ID 000000003 Control Group  Incomplete Voucher

ShortName ASPECT SOF-001

Location MAIN

\*Address 2

Responsible Org 10000

Customer Account #

ROW Acquisition ID

Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary

New Window Help Personalize Page

23. A **Voucher ID** number is assigned.
24. The adjustment voucher will be budget checked and sent through approvals.
25. During payment processing, the adjustment voucher will be offset against the original or next available voucher for the supplier.
26. If the adjustment is for a credit memo, you will need to verify that the **Separate Payment** flag is not checked on either voucher.